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ABSTRACT

Cuyahoga Community College (CCC), Western Campus, has developed an admissions/counseling cooperative program to assist underprepared, probationary, or academically dismissed students to effect positive changes in their educational record and personal lives. The program includes the following components: (1) computer monitoring of students' grades and the placement on academic probation of students falling below minimum academic requirements; (2) assistance in readmission for academically dismissed students, including a meeting with the Director of Admissions and Records to review academic history and goals; assistance in the completion of a readmission petition; and limitations on course schedule and load; (3) a "College Survival Strategies" course designed to analyze and augment the student's study skills techniques; and (4) a grade forgiveness program, which allows students to petition for the removal of up to 15 credit hours of F from their cumulative grade point average (GPA). Attachments include CCC policy statements on student success, readmission after academic dismissal, academic and disciplinary probation or dismissal; sample letters regarding academic dismissal and requests for readmission; a syllabus for "College Survival Strategies"; a blank petition for GPA adjustment under the grade forgiveness program; and a sample academic record. (EJV)

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CCC's Success Program: Counseling, Caring and Campus Involvement

Cuyahoga Community College, Western Campus
11000 West Pleasant Valley Road
Parma, Ohio 44130

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Director of Admissions and Records
(216) 987-5158

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League for Innovation in the Community College
"Student Development in the 1990's: Practices to Assure Student Success"
July 12-15, 1987
Kansas City, Kansas

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ABSTRACT

The Offices of Admissions and Records and Counseling at the Western Campus of Cuyahoga Community College have engaged in a cooperative program to assist the underprepared student. A structure of counseling, support group, tutoring, and faculty and administrative cooperation offers these students many college resources helpful in effecting postive change in both their educational record and personal lives.

All colleges have a process for recognizing their academic achievers (Dean's List, honors classes, scholarships, etc.), but do not always focus on another population within their student spectrum. The underprepared student must also be identified and encouraged to improve. This benefits not only the student but the college and community as well. At the Western Campus of Cuyahoga Community College the Office of Admissions and Records and the Counseling Office have designed a program to assist the probationary or academically dismissed student to become a successful individual.

Once enrolling at Cuyahoga Community College, the cumulative grade-point average of students is computer monitored according to credits attempted and grades earned. Falling below minimum academic requirements generates written notification to individuals on their grade report, placing them on academic probation. A joint letter is sent from the Office of Counseling and the Learning Center to these same students encouraging them to make use of the free counseling services and tutoring available.

When a student is academically dismissed, there is a process in place at the college to assist in their successful readmission. To apply for readmission, an individual first meets with the Director of Admissions and Records to review their particular academic history and future goals. Depending on the cumulative G.P.A., the director will present the student with a readmission petition to complete with a counselor. A readmission petition asks the student to identify what factors led to their dismissal and note specific steps they plan to follow in changing their academic status. This encourages the student to set goals which the college can then help them attain.

Each quarter the Academic Appeals Board chaired by the Director of Admissions and Records, meets to review readmission petitions. College policy outlines the criteria to follow for readmission. If readmitted, there is a limitation on the hours a student can register for and they must have counselor approval of their schedule. These requirements are designed for the successful re-entry of the petitioner. Students reentering on a part-time basis are more likely to complete a quarter's work with the result of an elevated G.P.A.

The Academic Appeals Board may also require some students to enroll in the General Studies College Survival Skills course. The purpose of this class is to analyze and augment the student's study skills techniques. For students that require additional help, a Student Support Group has been structured. This Student Support Group meets on a weekly basis to promote each other's efforts in returning to college. The group is facilitated by a member of the Counseling faculty. Students readmitted by the Board this way are monitored by the counselor/facilitator as to the satisfactory completion of classes for which they registered.

Cuyanoga Community College has also adopted a grade forgiveness policy as a response to our Student Success Program. The grade forgiveness policy allows a student to petition the Academic Appeals Board to have up to fifteen credit hours of F removed from the cumulative grade point average computation. This forgiveness allows the college the flexibility to acknowledge change in a student's academic direction and commitment.

The option of grade forgiveness can only be exercised once and students are advised that any transcript-receiving college or potential employer can choose to compute the failing grades in their average. The rationale behind this policy is to limit yet allow students the opportunity to advance toward a newly defined goal witnout a previous academic history preventing such action.

This personal approach and encouragement displayed at the Western Campus extends from the student's initial contact and orientation to the College through the point of graduation. CCC's Western Campus concern nas proven to be instrumental in attracting and retaining students. Their success record is due in large part to our commitment of counseling, caring, and campus involvement. We provide them an opportunity to grow within an academic atmospnere wnich prepares them for the future demands of their professional and personal lives.

SAA/ds/1104D

Student Success
Ohio Revised Code 3354.09

3354:1-8-10 Student success.

(A) The board, in order to assure that students have the greatest opportunity to gain a viable education and to achieve academic success, endorses the concept that students have clear explanations of course work early in their classes, and that they have appropriate, one time procedures for expunging "F" grades from their records. The board also endorses the concept that students have an appropriate method of re-entry to the college after dismissal for poor academic performance.

(B) The vice president for academic affairs is charged to develop and implement appropriate procedures to provide student opportunity for one time grade forgiveness, readmission after academic dismissal, and standards for course information.

(C) These procedures are to be reviewed periodically by the board's planning and evaluation committee to ensure that they continue to meet the board's intent of student success.

Date Issued	Effective Date
Initial: 6/26/86	6/26/86
Filed Effective	10/3/86

0007Z

Readmission Following a Student's Academic Dismissal
Student Success 40 010 027

3354:1-32-21 Readmission following a student's academic dismissal

(A) A student applying for readmission following dismissal for academic reasons is subject to the following conditions:

(1) Following first dismissal

A student dismissed for the first time must sit out one full quarter. If dismissed with a cumulative grade point average of point seven five or higher the student petitions the director of admissions and records for readmission. If dismissed with a cumulative grade point average lower than point seven five the student must petition the admissions appeals board for readmission. Students readmitted under either of these circumstances will be placed on second probation and will be allowed to enroll for a maximum of seven quarter credits. (Exceptions to this maximum will be considered by the admissions appeals board).

(2) Following second dismissal

Following second dismissal, a student must sit out one full year. The student may then petition the admissions appeals board. Students readmitted on second probation will be limited to two courses not to exceed a total of seven credit hours until their cumulative grade point average reaches a two point zero.

Date Issued	Effective Date
Initial: 6/26/86	6/26/86
Filed Effective	10/3/86
0007Z	

(3) Following third and subsequent dismissals

Upon third and subsequent dismissal a student must sit out an additional full year. Readmission by the admissions appeals board limits the student to one course and limits enrollment to repeating "D" or "F" grades until the cumulative grade point average reaches a two point zero.

(B) The vice president for academic affairs is authorized to implement the administration of the above procedure consistent with board policies and sound administrative practice.

Academic and Disciplinary Probation or Dismissal
Ohio Revised Code Section 3354.09

3354:1-32-09 Academic and disciplinary probation or dismissal.

(A) A student will be placed on probation under the following conditions:

(1) If his/her cumulative grade point average after he/she has attempted nine or more credit hours at Cuyahoga Community College is less than shown below:

Total semester hours attempted	Cumulative grade point average
9-29 inclusive	1.50
30-50 inclusive	1.75
51- and above	2.00

(2) If, in transferring to Cuyahoga community college, his/her cumulative grade point average at all colleges and universities does not meet the requirements listed above.

(a) If the student has been dismissed for academic or disciplinary reasons, he/she must petition the director of admissions and records.

(b) If his/her petition is approved and admission granted, he/she will be admitted on probation and must achieve a "C" (2.00) average each semester while on probation or meet the tabular requirements above in order to continue.

(B) A student will be removed from probation if he/she earns a cumulative grade point average not less than the tabular requirements given above for the total number of hours attempted.

Date Issued	Effective Date
Rev. 02: 1/12/65	1/12/65

Filed Effective 3/6/78
0008Z

(1) A student on probation may not enroll for more than twelve semester hours in a regular semester or more than six semester hours in a summer session, except that,

(2) If the student has earned a two point five grade-point average or higher in the most recent semester of full-time attendance, he/she may enroll for fifteen semester hours.

(C) A student who remains on probation two consecutive enrollment periods will be dismissed, except that he/she may be permitted to continue on probation if his/her grade-point average for the most recent period of enrollment is two point or higher. It should be noted that the summer session is a period of enrollment.

(D) A student who has attempted nine or more semester hours and has less than a one point cumulative grade-point average at the end of any period of enrollment will be dismissed.

(E) A student who has been dismissed from Cuyahoga community college because of poor scholarship will not be permitted to enroll for a semester following his/her dismissal. A student dismissed at the end of the spring semester may not enroll for the summer session of the fall semester.

(F) A student who has been dismissed from Cuyahoga community college may apply to the assistant dean, admissions and records, for readmission, and, if readmitted, he/she will be on probation and must achieve a "C" (2.00) average each semester while on probation or meet the tabular requirements above in order to continue.

(G) A student who violates college regulations or whose action is unbecoming of a college student may be placed on disciplinary probation or dismissed form the college depending upon the seriousness of the situation.

Cuyahoga Community College

Western Campus
11000 Pleasant Valley Road
Parma, Ohio 44130
216/845-4000

Sample letter

July 9, 1987

Mr. James K. Babich
3545 Bosworth Road
Cleveland, OH 44111

Dear James:

Our records indicate that your cumulative grade point average has fallen below the necessary tabular requirements and you have been academically dismissed in accordance with present College Policy.

Should you wish to petition for readmission for a future quarter you must follow the procedures for such action. Appointments with me can be made by calling 842-7773.

A student applying for readmission following dismissal for academic reasons is subject to the following conditions:

1. A student dismissed for the first time must sit out one full quarter. Students must contact the Office of Admissions and Records to be readmitted . Students will be placed on second probation and will be allowed to enroll for a maximum of seven quarter credits.
2. Following second dismissal, a student must sit out one full year and then contact the Admissions and Records Office. Students readmitted on second probation will be limited to two courses not to exceed a total of seven credit hours until their cumulative grade point average reaches a 2.0.
3. Upon third and subsequent dismissal a student must sit out an additional full year and petition the Appeals Board. Readmission by the Admissions Appeals Board limits the student to one course and limits enrollment to repeating "D" or "F" grades until the cumulative grade point average reaches a 2.0.

If needed, Admissions Appeals Forms can be obtained in the Office of Admissions and Records and must be returned for review no later than 30 days prior to the beginning of the next quarter. If you have any questions relative to your status, please feel free to contact me directly.

Sincerely,

Dr. Sharon A. Akridge, Director
Admissions and Records
Western Campus

SAA/ds/0146D
cc: gn

Cuyahoga Community College is an Affirmative Action/Equal Opportunity Institution

Cuyahoga Community College

Western Campus
11000 Pleasant Valley Road
Parma, Ohio 44130
216/845-4000

Sample letter

July 9, 1987

Ms. Elizabeth A. Moes
4084 Story Road
Fairview Park, Oh 44126

Dear Ms. Moes:

This letter acknowledges your request to be considered for readmission to Cuyahoga Community College following academic dismissal.

After reviewing your academic record, I am readmitting you on second probation for the term Summer Quarter 1987 for a maximum of seven credit hours. In accordance with College Policy you must attain a "C" (2.00) average each term while on probation or meet the necessary tabular requirements to be removed from probation. If you maintain this level of achievement you will be permitted to continue your education at Cuyahoga Community College. Once you have been removed from probation, you will be eligible to register for more than seven credit hours.

It is my hope that you fully appreciate the seriousness of your current academic standing with the College. Failure to maintain this level of academic performance will jeopardize any future enrollment at the College. While you are on probation you will need to have counselor approval for any registration activity at the college.

I sincerely hope you will be successful in your future academic endeavors at CCC. If I can be of any further assistance to you, please feel free to contact me directly.

Sincerely,

Dr. Sharon A. Akridge, Director
Admissions and Records
Western Campus

SAA/ds/0149D
cc: Gail Neish

Cuyahoga Community College is an Affirmative Action/Equal Opportunity Institution

Winter, 1987

SYLLABUS, GENERAL STUDIES 100, COLLEGE SURVIVAL STRATEGIES: GUIDELINES FOR SUCCESS

I. GENERAL INFORMATION

Tuesday/Thursday, 9:30 to 10:23 a.m.
Section 25180
Room B-120
Instructor:
Office: G-108F
Phone:
Office Hours: By appointment on Tuesday and Thursday

Textbook: How to Study in College, by William Pauk (3rd edition)

II. COURSE DESCRIPTION

A presentation of information and methods helpful for a student's success in college. The course will cover and explain those elements basic to the learning process; i.e., how to listen, take notes, read, and prepare for examinations. Information provided will include an emphasis on college policies regarding students. How to utilize available college resources and additional considerations fostering college success will also be a part of the course content.

PERFORMANCE OBJECTIVES

Upon satisfactory completion of General Studies 100, College Survival Strategies: Guidelines for Your Success, the students should be able to:

a. Better manage themselves and their time relevant to the requirements of their college course load,

b. Better assimilate instructional material from the courses in which they are or will be enrolled,

c. Better prepare for and take tests,

d. Locate and use college resources, such as the library, tutoring, counseling services, and other helpful resources of which they can avail themselves, and

e. Understand college policy and realize what the college expects of them regarding such issues as attendance, grading, and withdrawal.

III. POLICIES - ATTENDANCE AND GRADING

Attendance - Class attendance and punctuality are mandatory. More than one (1) unexcused absence or one unexcused tardiness will result in loss of five (5) points for each incident.

I believe it is your responsibility to obtain assignments and information discussed in class when absent. Upon return to class, you may make arrangements within one week regarding how to make-up course work. Otherwise, assignments cannot be turned in and credit given.

Also, I would appreciate knowing in advance if you are going to be absent for an extended period of time, for a report, or for an assignment. You can call my office and leave a message.

Please note that it is your responsibility to withdraw from class if you wish to do so. If you want to withdraw, obtain the proper form from the Admissions and Records Office before February 7, 1980. If this is not done, you will receive an automatic F in the course.

Grading - All projects are due on the specified dates. Points will be awarded for each project assigned during the quarter. Descriptions and point values will be presented to you before each assignment is due.

90% = A
80% = B
70% = C
60% = D
50% = F

TENTATIVE CLASS SCHEDULE AND ASSIGNMENTS

Date	Topic	Chapters
1/6	Introduction	
1/8	Contracts, Self-evaluations, Learning Styles	
1/13	Catalog Review	
1/15	Goal Planning	1,2
1/20	Goal Planning	
1/22	Time Management	3
1/27	Time Management	
1/29	Library Tour	
2/3	Student/Instructor Relationships	5
2/5	Listening Skills	
2/10	Classroom and Lecture Notetaking	6
2/12	" " " "	
2/17	Textbook Notetaking	7,8,9,10
2/19	" "	
2/24	Vocabulary Skills	15,16,17
2/26	Test Taking	
3/3	Test Taking	
3/5	" "	
3/10	Memory Skills	4,5
3/12	Memory and Writing Skills	20
	Final Review	
3/17	Final Exam	
3/19	Final Evaluation and Celebration	

Assignment	Points	Due Date
Goal Planning (1)	25	1/22
Time Management and Study Schedule (2)	35	1/29
Library Project (3)	35	2/5
Classroom Notetaking (4)	25	2/10
Textbook Survey (5)	25	2/26
Classroom Exercises	30	
Exam 1	25	1/22
Exam 2	25	2/17
Exam 3	25	2/26
Final Exam	50	3/17
	300	
Bonus Points		
Perfect Attendance	10	
Participation	10	

Cuyahoga Community College

PETITION FOR G.P.A. ADJUSTMENT
UNDER GRADE FORGIVENESS POLICY

TO: Admissions Appeals Board

☐ EASTERN CAMPUS

☐ METROPOLITAN CAMPUS

☐ WESTERN CAMPUS

STUDENT NO. _____-_____-_____ DATE: _____

NAME _____ TELEPHONE _____
Last First Middle Initial

ADDRESS _____
Number Street City State ZIP code

_____

TOTAL CREDITS EARNED _____ AS OF DATE _____. DEGREE/MAJOR _____

EXPECTED DATE OF GRADUATION _____

_____

COURSES FOR WHICH GRADE FORGIVENESS IS BEING REQUESTED: (Maximum of 15 credit hours)

COURSE	CREDITS	REASON CODE*	COURSE	CREDITS	REASON CODE

(form continued on next page)

(form continued from previous page)

(1) The course(s) are no longer applicable to the degree I am currently seeking
(2) The course(s) have been changed or the course number(s) no longer exist(s).
(3) The course to be repeated is a controlled admission course and cannot be repeated without being admitted to the entire program. If this reason is used, the student signifies her/his intent to NOT seek readmission to the program by signing here _____.

I understand this option can be exercised only once. Student Initials _____.

NOTE: Students planning to transfer to another college or university are cautioned that forgiven grades are listed on the transcript and that the receiving institution(s) may use all grades earned in computing grade point averages for admission or other purposes. Furthermore, agencies granting financial aid will use all grades earned for evaluating a request for financial aid.

_____
Student's Signature Date

_____
Reviewing Counselor's Signature Date

ADMISSIONS APPEALS BOARD ACTION:

☐ APPROVED _____ COMMENTS: _____
Date

_____

☐ DENIED _____ _____
Date

_____

_____ DATE _____
Appeals Board Chairman

Date of GPA adjustment _____ - _____
(Initials of Records Officer)

Yellow Copy to Admissions Pink Copy to Counseling White Cony to Student

ACADEMIC RECORD

Cuyahoga Community College

11000 PLEASANT VALLEY RD.
PARMA OH 44130
216 987-5000

[redacted]
4048 SKYVIEW DRIVE #218
BRUNSWICK OH 44212
[redacted]

BIRTH DATE-03/13/59
STRONGSVILLE HIGH SCHOOL
HS GRAD DATE-06/78
DATE-12/02/87

ADMISSION DATE-01/04/83 CCC GRAD DATE-JUN 87

TRANSFER CREDITS				DATE
CLEVELAND STATE UNIVERSITY MAI				06/83
TFER C.S.U			20.0	
TFER BOWLING GREEN STATE UNIV			67.0	
HR ATT	EARNED	GPA	TOTAL HRS	
0	0	0.00	87.0	TOTAL 87.0

FIRST PROBATION

DEPT	CRS#	TITLE	CR/HRS	GRD
WINTER 1983				
BADM	108	INTRODUCTION TO BUSINESS	3.0	B
SPCH	101	FUND. OF SPEECH COMM.	4.0	B

HR ATT	EARNED	GPA	TOTAL HRS	TERM HRS ATT	EARNED	GPA
7	7	3.00	94.0	7	7	3.00

SPRING 1983				
ADM	112	PRINCIPLES OF MANAGEMENT	4.0	A
DATA	121	COBOL PROGRAMMING I	5.0	A
DATA	131	RPG PROGRAMMING I	4.0	A
ENG	101	COLLEGE COMPOSITION	3.0	D

HR ATT	EARNED	GPA	TOTAL HRS	TERM HRS ATT	EARNED	GPA
23	23	3.30	110.0	16	16	3.44

SUMMER 1 1983				
DATA	122	COBOL PROGRAMMING II	4.0	F*
DATA	223	ASSEMBLY LANG PROGRAMMING	4.0	C
ENG	102	COLLEGE COMPOSITION	3.0	C

HR ATT	EARNED	GPA	TOTAL HRS	TERM HRS ATT	EARNED	GPA
34	30	2.65	117.0	11	7	1.27

FALL 1983				
DATA	122	COBOL PROGRAMMING II	4.0	F*
DATA	132	RPG PROGRAMMING II	4.0	C
DATA	270	SPEC & CURRENT TOPICS IN D.P.	4.0	W
ENG	103	COLLEGE COMPOSITION	3.0	C

HR ATT	EARNED	GPA	TOTAL HRS	TERM HRS ATT	EARNED	GPA
41	37	2.54	124.0	11	7	1.27

WINTER 1984				
DATA	122	COBOL PROGRAMMING II	4.0	F*
DATA	123	COBOL PROGRAMMING III	4.0	D*
DATA	232	SYSTEMS ANALYSIS	4.0	F*
SPCH	121	GROUP DISCUSSION	4.0	W

HR ATT	EARNED	GPA	TOTAL HRS	TERM HRS ATT	EARNED	GPA
49	41	2.20	128.0	12	4	0.33

SPRING 1984				
DATA	232	SYSTEMS ANALYSIS	4.0	F*
DATA	270	SPEC & CURRENT TOPICS IN D.P.	4.0	F
DATA	271	INDIVIDUAL PROJ. IN D.P.	1.0	F*
SPCH	121	GROUP DISCUSSION	4.0	F*
SSCI	105	INTRO TO SOCIAL SCIENCE	3.0	F*

HR ATT	EARNED	GPA	TOTAL HRS	TERM HRS ATT	EARNED	GPA
61	41	1.77	128.0	16	0	0.00

FALL 1986				
DATA	122	COBOL PROGRAMMING II	4.0	A R
DATA	232	SYSTEMS ANALYSIS	4.0	A R

HR ATT	EARNED	GPA	TOTAL HRS	TERM HRS ATT	EARNED	GPA
61	49	2.30	136.0	8	8	4.00

WINTER 1987				
1984 SPR		DATA 270 GRADE FORGIVENESS	4.0	[-]
DATA	123	COBOL PROGRAMMING III	4.0	A R
DATA	212	ADV MICROCOMPUTERS & THEIR USE	4.0	A

HR ATT	EARNED	GPA	TOTAL HRS	TERM HRS ATT	EARNED	GPA
61	53	2.75	140.0	8	8	4.00

CONTINUED

MARKING SYSTEM

EXCELLENT ..... 4 PTS
GOOD ..... 3 PTS
AVERAGE ..... 2 PTS
BELOW AVERAGE ... 1 PTS

F = FAILED ..... 0 PTS
I = INCOMPLETE
IP = IN PROGRESS
W = WITHDRAWN

X = NO GRADE REPORTED
AU = AUDIT
CBE = CREDIT BY EXAM
CEU = CONTINUING EDUCATION UNITS

S = SATISFACTORY
U = UNSATISFACTORY
T = TRANSFER CREDIT

R = ACCEPTED CREDIT
* = REPEATED COURSE

NOT AN OFFICIAL DOCUMENT UNLESS BEARING SEAL OF THE COLLEGE.

Cuyahoga Community College

11000 PLEASANT VALLEY RD.
PARMA OH 44130
216 987-5000

[redacted]
4048 SKYVIEW DRIVE #218
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BIRTH DATE-03/13/59
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ADMISSION DATE-01/04/83 CCC GRAD DATE-JUN 87

DEPT	CRS#	TITLE	CR/HRS	GRD
		SPRING 1987		
DATA	271	INDIVIDUAL PROJ. IN D.P.	1.0	A R
SPCH	121	GROUP DISCUSSION	4.0	B R
SSCI	105	INTRO TO SOCIAL SCIENCE	3.0	A R

HR ATT	EARNED	GPA	TOTAL HRS	TERM HRS ATT	EARNED	GPA
61	61	3.21	148.0	8	8	3.50

DEGREE AAB ASSOC OF APPL BUSINESS
DATA PROCESSING

ERIC Clearinghouse for
Junior Colleges JAN 29 1988

MARKING SYSTEM

A = EXCELLENT ..... 4 PTS
B = GOOD ..... 3 PTS
C = AVERAGE ..... 2 PTS
D = BELOW AVERAGE ... 1 PTS
F = FAILED ..... 0 PTS
I = INCOMPLETE
IP = IN PROGRESS
W = WITHDRAWN
X = NO GRADE REPORTED
AU = AUDIT
CBE = CREDIT BY EXAM
CEU = CONTINUING EDUCATION UNITS
S = SATISFACTORY
U = UNSATISFACTORY
T = TRANSFER CREDIT
R = ACCEPTED CREDIT
* = REPEATED COURSE

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SIGNED DATE

NOTE: ANY QUESTIONS OR CORRECTIONS REGARDING ENTRIES ON THIS REPORT MUST BE DIRECTED TO THE RECORDS OFFICE WITHIN 90 DAYS OF THE DATE PRINTED ABOVE.